

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF RUSTON ---- PARISH OF LINCOLN

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF RUSTON ---- PARISH OF LINCOLN

FIRE SERVICE

LINE CLASSES

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FIRE DRIVER **
FIRE CAPTAIN **
DISTRICT FIRE CHIEF **
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FIRE CHIEF *

LINE SUPPORT CLASSES

DIRECTOR OF EMERGENCY MEDICAL SERVICES*

TRAINING OFFICER *

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*Competitive class

**Promotional class

POLICE SERVICE

LINE CLASSES

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11-09-89, 06-13-91, 04-13-95, 02-17-11, 09-09-14, 05-07-18, 07-08-21,
02-09-23, 04-14-23

FIRE SERVICE

FIREFIGHTER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter comprises entrance level positions in the firefighting division of fire department operations. Employees of this class primarily receive training for tasks such as controlling and extinguishing fires, performing rescue work, and maintaining fire department equipment, building, and grounds. Such training may consist of formal classroom study and/or drill sessions, as well as closely supervised on-the-job experience. Employees of this class are supervised by fire department officers (and drivers when assigned) and this class ranks directly below that of Driver.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work.

Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines, ventilating buildings, and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety and performs firefighting and rescue duties at heights.

Cleans, dries, inspects, and properly secures any assigned firefighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, or related duties.

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be not less than eighteen years of age.

Firefighter RU

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06-04-98, 4-28-22

FIRE DRIVER

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible and skilled fire line positions, the major duties of which include driving assigned apparatus to and from the fire scene or emergency, placement of apparatus, and the operation of pumps and other apparatus and equipment at the scene of the fire or other emergency. Employees of this class also assist in the extinguishing of fires, administering emergency medical services, and inspecting and maintaining fire apparatus and equipment. Fire Drivers perform routine tasks independently, requiring some supervision on special assignments, and report to and have work reviewed by a Fire Captain. This class ranks directly below that of Fire Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Responds to emergency calls by driving fire apparatus, making sure to follow all laws and safety regulations, and selecting shortest available route to the fire or emergency scene. Places apparatus at fire scene according to instructions of commanding officer. Sets up outriggers where equipped to stabilize apparatus.

Performs hose operations including deploying, making and breaking connections, advancing, and utilizing various types of nozzles and appliances, including foam applications. Determines the number of hose lines that may be added at any point during operations. Performs pumper operations in order to supply adequate water pressure to the hose lines, including operations from self-contained or static water sources. Calculates for water flow, nozzle and discharge pressures, and friction loss for hose lines, appliances, and elevation. Performs automatic sprinkler system and standpipe system support operations. Performs relay and tandem pumper operations. Operates fire hydrant for additional water supply. Performs truck operations such as operating boom, ladders and other aerial apparatus.

May assist the fire attack and suppression operations, or the containment of hazardous materials, when not engaged in operations of pump or other support equipment. Fire scene duties may include forcible entry, search and rescue, ladder operations, ventilation, and salvage and overhaul and the operation of self-contained breathing apparatus. Performs emergency medical services.

Participates in pre-fire planning, including conducting inspections, studying hydrant locations, and gaining knowledge of exposures, occupancy types, and areas of high risk in residential and industrial areas.

Participates in training and/or drills as required by the department. Provides informal or on-the-job training for new employees, and offers technical expertise, assistance, and cooperation in training and firefighting efforts when required.

Performs regular and routine service and maintenance on fire department apparatus and equipment, including fire pumps, aerial ladders, elevating platforms, and emergency medical equipment. Cleans apparatus after each use, checking to ensure that all hand tools and equipment are working properly and restored to apparatus as required. Participates in testing of fire department apparatus and equipment. Performs daily radio checks. Completes assigned maintenance forms as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Firefighter immediately preceding closing date for application to the board.

Fire Driver RU

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04-28-22

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of a company of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the District Fire Chief. This class ranks directly below the class of District Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of all fire stations and supervises a company of fire suppression personnel for one shift by performing such duties as issuing orders and assigning work or duty areas, inspecting the appearance of subordinate personnel and reviewing reports written by subordinates. Assists subordinates in technical areas of work. Oversees the work performance by subordinates, conducts employee performance evaluations, and discusses work performance with subordinates. Counsels subordinates who are experiencing work problems and resolves employee complaints and grievances. Briefs incoming Fire Captain on all pertinent activities that occurred or those that are anticipated to occur on the upcoming shift. Completes and enters fire, EMS, and maintenance reports into proper fire reporting programs.

Answers all fire and emergency medical calls from dispatcher, recording pertinent information. Supervises driving of fire apparatus, directs the positioning of the fire apparatus at the fire or emergency scene and sets up the fireground perimeter. Directs the operation of a fire company at the fire scene by performing size-up of an emergency scene, observing and responding to changes in fireground conditions, and maintaining communication between the fire scene and other authorized personnel. Performs firefighting operations and supervises subordinate employees in the following: search and rescue; forcible entry; self-contained breathing apparatus; fire extinguishment; ladder operations; ventilation; nozzle and hose handling; pump operations; sprinkler and standpipe systems; water supplies; and salvage and overhaul. Supervises and performs emergency medical services such as basic first aid, CPR, and first responder services. Assist superior officer in identifying and supervising the handling of hazardous materials, and safety procedures at the scene of an emergency.

Assists arson investigation personnel by securing the fire scene to prevent removal or damage of evidence. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Investigates the causes, origins, and circumstances of fires, and testifies in court when required. Performs pre-fire planning inspections by visiting businesses,

schools, and places of public assembly, inspecting for fire protection purposes, including conducting fire drills.

Personally, trains personnel by conducting training in the classroom and providing informal or on-the-job training for new employees. Conducts drills and evolutions. Provides assistance and cooperation in training and firefighting efforts when required.

Conducts tests or directs the testing of fire department apparatus and equipment. Directs subordinates performing daily radio checks. Inspects fire apparatus, station, buildings, and facilities to insure compliance with departmental standards. Receives written or oral reports about any problems with fire department property and equipment for the purposes of repair and maintenance, and reports such to superior officer. Maintains inventory of supplies and equipment, signs vouchers or purchase requisitions, and orders and distributes supplies and equipment to personnel as required.

Personally, compiles data and completes any forms, records, or reports as required. Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Prepares NFIRS reports.

Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups. Responds to questions and complaints from the public about operations of the fire department as directed.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Driver immediately preceding closing date for application to the board.

Must possess the following certifications:

*IFSAC or Pro Board Fire Officer I

*Current or NREMT Advanced EMT or Paramedic

Must possess the following certifications after January 1, 2023:

- * IFSAC or Pro Board Fire Officer I
- * Current NREMT Paramedic

Fire Captain RU

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DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duty of which is managing all fire suppression activities on an assigned shift. Employees of this class supervise all subordinate fire suppression personnel assigned to the shift, provide for the preparation and maintenance of records and reports of shift activities, supervise the care and maintenance of equipment and property used on the shift, and take command at the scene of any fire or emergency occurring during the shift until relieved by a superior officer. District Fire Chiefs also assist with fire investigations, participate in pre-fire planning, and perform assigned public relations duties. Employees of this class work with a high degree of independence, receiving general assignments from, and having work reviewed by, the Assistant Fire Chief. This class ranks directly below that of Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all fire suppression activities on an assigned shift. Assists in organizing and distributing units to staff the shift. Conducts inspections and evaluates effectiveness of operations, taking appropriate action to improve problem areas. Keeps account of the money and assets of the assigned shift.

Investigates all accidents involving shift equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents.

Supervises the preparation and maintenance of records and reports of the assigned shift by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records.

Answers questions for the public about the operation of the fire department or about related areas of emergency services. Gives talks and lectures to schools and civic groups. Coordinates special public relations projects. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Takes command at the scene of a fire or other emergency until relieved by a superior officer. Performs size-up and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of water supplies, salvage, and overhaul. Takes charge of all safety procedures. Handles all emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Supervises subordinate employees. Holds meetings to receive reports and disseminate information. Inspects appearance of assigned equipment and personnel. Assigns duty areas and work schedules, including approving leave. Oversees and evaluates the work performance of assigned subordinates and assists in technical areas of work. Provides on-the-job training for new employees. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Writes employee evaluation reports. Maintains discipline.

Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of all fires occurring within the jurisdiction on the assigned shift. Insures that the fire scene is secured to prevent damage or removal of evidence and collects and labels evidence. Assists arson investigation personnel and testifies in court when required.

Supervises the care and maintenance of all apparatus, equipment, and property of the assigned shift. Tests or directs the testing of equipment to ensure that it meets applicable standards. Arranges for repairs and maintenance and inspects equipment after repairs to see that these were accomplished correctly. Maintains an inventory of supplies and equipment for the shift. Purchases equipment and supplies, keeping such purchases within the established budget.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

At the time of application for examination, must be an incumbent in the class of Fire Captain. Must be a regular and permanent employee in the class of Fire Captain.

Must possess the following certifications:

- IFSAC or Pro Board Fire Officer II
- IFSAC or Pro Board Incident Safety Officer
- Current NREMT Paramedic

District Fire Chief RU
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ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duty of which is assisting the Fire Chief in overseeing all operations of the fire department, including fire suppression, fire prevention, training, and related support activities. The employee of this class also performs the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief is responsible for assisting in the financial management of the department, including keeping financial records, authorizing the expenditure of funds, and assisting in the preparation of the departmental operating budget. The Assistant Fire Chief also oversees the records-keeping for the department, writes letters and reports, oversees the care and maintenance of department equipment, and performs public relations duties, in addition to assuming command at the scene of a fire or other emergency and directing activities until relieved by the Fire Chief. The employee of this class receives little supervision in the performance of assigned tasks, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in managing all operations and activities of the department. Performs the duties of Fire Chief in the absence of the Chief. Conducts inspections of department operations, evaluates effectiveness of these operations, and takes action to improve problem areas. Assists in planning and organizing all department operations having to do with personnel. Evaluates training needs and provides for regular training to meet these needs.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations which will help the city improve ISO ratings.

Assists in managing the accounting for the money and assets of the department. Authorizes the expenditure of funds, making sure that expenditures are in accordance with the budget. Assists in gathering information for and preparing the department operating budget.

Provides for the maintenance of all department records such as personnel records, records of activity, and inventory records. Supervises the preparation of records by subordinates and completes any assigned records. Compiles and organizes data for and writes reports needed to document department activity. Writes requests for grants and other special funds. Writes letters in answer to requests or to handle needs of the fire service.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or any related areas of emergency services.

Supervises the care and maintenance of firefighting apparatus and equipment, vehicles, and other department property, providing for repairs when required. Maintains inventory of supplies and equipment for the department. Orders and disburses supplies and equipment.

Supervises subordinate department employees. Holds meetings to receive reports and disseminate information. Assigns duty areas and work schedules. Oversees and evaluates work performance, including reviewing reports written by subordinates. Provides assistance in technical areas of work and provides on-the-job training for new employees. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Writes employee evaluation reports. Maintains discipline.

Takes command at the scene of a fire or other emergency until relieved by the Fire Chief. Performs size-up and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of water supplies, salvage, overhaul, and first aid. Takes charge of all safety procedures. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

At the time of application for examination, must be an incumbent in the class of District Fire Chief. Must be a regular and permanent employee in the class of District Fire Chief for at least three (3) years immediately preceding application to the board.

Must possess the following certifications:

- IFSAC or Pro Board Fire Officer III
- IFSAC or Pro Board Incident Safety Officer
- Current NREMT Paramedic

Assistant Fire Chief RU

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FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the fire department and includes highly responsible administrative and supervisory duties in the areas of planning, organizing, and managing all functions, personnel, and property of the department. The Fire Chief develops and administers the departmental operating budget, provides for the preparation of records documenting department activity, performs public relations duties, provides for employee training, and oversees the care and maintenance of all department equipment and property. The Fire Chief also takes command at the scenes of fires and other emergencies, directing firefighting, rescue, and related emergency activities, and provides for a program of fire prevention, including inspections and investigations. The employee of this class works with a high degree of independence, reporting to and having work reviewed by the governing authority for the city.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department, directing all functions and activities as chief officer. Determines management policies, goals, and objectives for the department. Oversees the research and planning for programs and activities. Determines how the department should be organized, including number of operating units and distribution of such units. Provides for regular employee training by evaluating training needs and seeing that these needs are met through department training or outside training.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the city improve ISO ratings.

Gives reports, officers advice, makes recommendations, and keeps informed on local trends that may affect the fire service by attending meetings of civic and governmental groups. Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or any related areas of emergency services.

Reviews correspondence addressed to the fire department and determines what type of action should be taken in reply. Writes reports needed to document operations of the fire department. Makes decisions concerning what information should be included in department records and decides in what form this information should be kept. Provides for the maintenance of all department records, including personnel records, records of activity, and inventory records.

Gathers information for and prepares an operating budget for the department.

Supervises all employees assigned to the fire department. Assists in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Writes employee evaluation reports. Maintains discipline.

Arranges for repairs and maintenance of all department facilities, equipment, or operating systems. Directs the testing of equipment in order to assure that it meets all applicable federal, state, and local standards. Maintains inventory of supplies and equipment for the department.

Takes command at the scene of a fire or other emergency. Performs size-up and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of water supplies, salvage, overhaul, and first aid. Takes charge of all safety procedures. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Provides for a program of fire prevention, including fire inspections, review of plans and blueprints for new construction, pre-fire planning, and investigation of fires to determine the causes, origins, and circumstances of all fires occurring within the jurisdiction. Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least eight (8) years of progressively responsible experience in fire service positions. Fire service experience must include experience in fire suppression and rescue and may include work in positions which would provide background in

fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief RU

Original Adoption: 06-08-61

Revision Dates: 05-05-81, 10-31-91, 11-11-94, 04-28-22

DIRECTOR OF EMERGENCY MEDICAL SERVICES

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises an Emergency Medical Services (EMS) position in the Fire Department, the primary duty of which includes assisting the Fire Chief in implementing EMS programs, policies, and procedures. The Director of Emergency Medical Services observes, documents, and reviews all aspects of EMS operations; makes recommendations for maintaining competency of all personnel performing EMS functions; provides EMS training to ensure compliance with all applicable standards and provides for the maintenance of division records, equipment and supplies. The employee of this class exercises no direct supervision over the line classes; however, the incumbent directs the emergency medical services operations at the emergency scene under the Incident Command System. The Director of Emergency Medical Services works with some supervision, reporting to and having work reviewed by the Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department emergency medical services division. Assists the Fire Chief in determining how the division should be organized with respect to the number and distribution of operating units. Works with the Fire Chief to set management policies, goals and objectives for the division with regard to equipment and personnel assignments. Keeps informed on modern methods of emergency medical work, and any local situations which may affect emergency medical service response.

Responds to fire or emergency calls to direct emergency medical operations and the use of medical equipment. Follows triage procedures and oversees EMS employees who administer medication and provide advanced life support services at the scene. Ensures a comprehensive drug history is obtained on patients; observes and documents the effects of medication administered to individuals at the emergency scene or in transport. Recognizes any specific signs or circumstances under which it would be inappropriate or harmful to administer a drug. Supervises the transportation of victims and their family members to and from the emergency scene or to a medical care facility. Uses medical and communications equipment to provide emergency care to the sick or injured at the emergency scene, hazardous materials incident, crime scene or in transit to a medical facility. Performs duties of a company officer or incident commander at the scene when not providing emergency care.

Exercises direct supervision over fire personnel who are performing emergency medical services at the scene by delegating authority within expressed provisions to ensure effective fireground operations. Conducts inspections and observes EMS operations. Evaluates an assigned unit, or individual fire personnel performing emergency medical services work. Discusses work performance with fire personnel who provide emergency medical services, and their supervisors. Reviews and evaluates emergency medical services and contributions made by the different service elements, in order to recommend changes in standard operating procedures. Holds meetings with fire personnel in order to receive or provide information on emergency medical services and to relay changes to departmental policies or procedures.

Develops and implements an emergency medical service training program for the department and provides for regular or outside employee training at all levels within the division. Consults and works with all necessary medical professionals and experts to ensure the EMS training program meets acceptable medical standards. Sets priorities for EMS training, including scheduling, location and personnel. Assembles teaching materials for use in EMS training and participates in the development of policy and procedure manuals for the division. Conducts formal training classes in emergency medical services operations and in areas necessary to prepare personnel for EMS certification tests. Assists division employees in technical areas of work. Utilizes informal training sessions or on-the-job training as needed.

Prepares and administers examinations to evaluate success of training. Goes to the emergency scene to observe emergency medical procedures to correct errors or to identify needed changes to the training program. Evaluates the effectiveness of the training program by observing EMS procedures at the emergency scene or by reviewing results of training examinations. Participates in training exercises to practice acquired skills and learn new skills in areas of emergency medical care and basic firefighting. Studies new laws, pharmacological information and medical techniques related to emergency medical services and incorporates such into departmental operations and training. Provides for the proper management and discipline of fire department employees within the EMS training environment. Investigates complaints against EMS personnel and formulates a recommendation for reply to the complaint or action to be taken.

Manages the system of accurately preparing and maintaining all related emergency medical services records, reports, and forms. Oversees fire personnel who create and maintain EMS records; reviews records and reports completed by division personnel. Decides what information should be included in EMS records and determines in what form this information should be kept. Files records and reports, and periodically inspects filing systems and facilities. Reads graphs, charts, manuals, computer printouts, compiles statistics and assembles information to write narrative reports on any areas related to the operation of EMS or to the training of personnel. Reviews official emergency medical service correspondence and responds by letter, phone, or personal contact. Gathers information requested by courts, attorneys or other authorized persons regarding EMS incidents or lawsuits.

Gathers information to be used in compiling the budget for the Emergency Services Division. Develops specifications for new emergency medical equipment. Assists with the preparation of specifications for public bid and with the bidding process. Meets with sales representatives to review products and recommends the purchase of items for the department. Recommends and assists with the purchase of equipment and supplies for the Emergency Services Division. Manages inventory, provides for proper storage, reorders and disburses equipment and supplies for the division, as needed. Ensures ambulances are fully stocked. Provides for the proper documentation and secure storage of narcotics inventory.

Promotes a positive public image of the fire department and of the EMS division by providing information on emergency medical services and related topics to the general public when responding to phone inquiries or conducting workshops and department tours. Communicates with other medical professionals and the public, dealing with complaints, answering questions, and discussing division operations or training. Serves as liaison between fire service medical operations and area hospitals. Attends official meetings or meets with civic and governmental groups to deliver speeches and answer questions, providing assistance regarding all matters relating to emergency medical services provided by the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least five (5) years of full-time emergency medical services experience with a paid fire department, two (2) years of which must include experience in fire suppression operations.

Must possess current certification as a National Registry Emergency Medical Technician-Paramedic (NREMT).

Must possess the following certifications:

- IFSAC or Pro Board Fire Officer II
- IFSAC or Pro Board Fire Service Instructor II
- IFSAC or Pro Board Incident Safety Officer
- Louisiana State EMS Instructor

Director of Emergency Medical Services RU
Original Adoption: 05-07-18
Revision Dates: 04-28-22

TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The training officer is responsible for overseeing all the activities of the training division and for coordinating these with the activities of the fire suppression and other department divisions. The employee of this class personally teaches classes, conducts drills, prepares training material, and supervises any department employees assigned to assist in training and all department employees undergoing training. He/she is responsible for the maintenance of all training records and to produce reports required by the Fire Chief. The training officer has authority to perform duties independently in most areas with work reviewed and supervised by the fire chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Conducts training classes at the drill field, at fire stations, and in the classroom; prepares, administers, and grades training tests.

Prepares lesson plans for drill field, company, and classroom training; prepares training material for use in all types of training.

Prepares reports of training activities for the fire chief; makes recommendations for improvements in the training program to the fire chief.

Writes reports such as reports on training courses taught (lesson plans), recommendations made for training program, and other reports requiring narrative writing skills.

Keeps records such as daily activity record, individual records on employees trained, records of training test results, summary records of monthly/yearly activity; files records and reports.

Attends training conferences and schools to keep informed on modern training methods and on modern fire department procedures and equipment.

Is responsible for the maintenance of a library of training materials.

Orders all supplies and equipment used in the training program and keeps records of such.

Assists the fire chief in preparing the annual budget for the training program.

Supervises department employees of other divisions assigned to assist in training.

Schedules training for all suppression personnel; schedules schools and training courses (outside the department) for all department members; coordinates the movement of fire companies to and from all training activities.

Responds to fires to make notes and photographs for use in training.

Gives talks, lectures, or demonstrations on fire department operations to schools, clubs, civic organization, etc. Assists other departments or agencies in their training programs. Plans and/or carries out a recruitment program for the department.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have not less than five (5) years of experience with a paid fire department including experience in fire suppression and/or training.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess the following certifications:

- IFSAC or Pro Board Fire Officer II
- IFSAC or Pro Board Fire Service Instructor II
- IFSAC or Pro Board Incident Safety Officer
- IFSAC or Pro Board Fire Investigator
- Current NREMT Paramedic

Training Officer RU

Original Adoption: 12-20-83

Revision Dates: 11-11-94, 04-28-22, 04-28-22

FIRE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the fire department. They answer fire telephones, dispatch firefighting equipment, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications officers report to and have work reviewed by Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers telephone and secures the most accurate information possible for any incident from caller; locates street address on map or in street file; determines the correct unit(s) to be dispatched and any other pertinent information by checking address in a cross-reference file, log, or microfiche file; transmits information on fire by telephone, public address, or teletype, and dispatches appropriate fire and emergency medical service units.

Keeps track of location and condition of each unit at all times; receives and transmits messages to and from the scene and to and from related department personnel; notifies all specified officers or special units of all working fires.

Calls law enforcement agency, utilities company, etc., for assistance at the fire scene or in emergencies, when necessary.

Receives emergency calls of a non-fire nature and responds appropriately.

Tests equipment such as fire radios, fire telephones, emergency medical service radios, alarm bells, public address systems, recording equipment, or alarm boxes as prescribed by department policy.

Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and updating information.

Files reports forms, cards, logs, tapes, or other items for future reference; compiles permanent records, either written or taped, of all working fires and emergency medical service calls.

Notifies repair crew or supervisor of any malfunctioning equipment.

Trains new communications officers by giving demonstrations, assisting with work performance, or supervising work performed during training period.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be not less than eighteen years of age.

Fire Communications Officer RU Original Adoption: 11-09-89 Revision Dates: 11-11-94, 06-04-98

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses specialized, non-supervisory positions in the Fire Prevention Division, the primary duties of which include conducting fire inspections of buildings to ensure compliance with fire codes and ordinances, and performing re-inspections to verify that fire hazards have been corrected. Fire Prevention Officers investigate all fires where arson is suspected to determine the cause and origin and collect evidence of possible arson. Incumbents in this class educate the public on fire hazards and safety and maintain records and reports of the Fire Prevention Division. Fire Prevention Officers work with some supervision having the authority to work independently in most areas. Employees of the class report to and have work reviewed by the Chief of Fire Prevention.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes. Inspects portable and fixed fire extinguishing systems and standpipe systems. Inspects functional aspects of fire detection and alarm systems and checks for electrical hazards. Determines buildings meet fire resistance requirements for their construction type. Inspects heating, ventilating, and air-conditioning systems and cooking equipment. Assesses the occupant load of a building and inspects to see if the means of egress are sufficient for the assigned load and insures the building has not suffered structural abuse. Inspects storage areas for flammable and combustible liquids and the storage of hazardous materials. Reviews building plans to identify potential problems related to fire protection. Collects information for and develops pre-fire plans. Monitors and evaluates local conditions which may become fire or safety hazards.

Prepares for inspections by reviewing previous inspection reports to become familiar with potential hazards, plans and specifications, and applicable codes. Contacts owner/occupant upon arrival at inspection site and discusses inspection findings. Provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards. Issues permits required for special conditions, circumstances, or equipment which may be fire or safety hazards for moving of hazardous materials, or for fuel storage tanks. Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings. Receives appeals for exemptions and enforces fire prevention codes and ordinances by re-inspecting building where violations occurred and, if necessary, by issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes.

Coordinates public fire safety by drawing up evacuation plans and conducting fire drills for schools, hotels, hospitals, and other buildings required. Schedules and coordinates field trips to fire department facilities and conducts tours for schools and civic groups. Identifies the most important local fire problems, develops a fire prevention education curriculum, organizes and trains fire service personnel, and produces instructional materials to be distributed and used in training programs for fire safety. Provides on-the-job and classroom training for department members on policies and procedures. Provides assistance in technical areas of work including detailing protective equipment and gear. Prepares and delivers speeches and demonstrations on fire safety topics such as injury prevention, fire hazards, fire dynamics, behaviors during a fire, and built-in fire protection.

Completes any forms and records assigned by compiling, organizing, and analyzing data needed. Writes letters to handle problems or to address the needs of the fire prevention division. Assists with establishing a policy of what information should be included in records and reports and in the maintenance of the reference library. Reviews incident reports written by fire suppression personnel and determines if further action is needed. Receives and evaluates requests of fire prevention records and approves or disapproves according to applicable laws and departmental policies. Assists with the proposal of changes to fire prevention codes.

Investigates and determines the causes of fires in the area, including vehicle fires. Examines the interior, exterior, and the surrounding area in order to identify the heat source and the combustible materials. Using this information, determines whether the fire was the result of natural causes, carelessness, or arson. Collects information concerning the fire structure, its contents, and its occupancy. Interviews firefighters and/or witnesses in order to collect information about circumstances that may have been noted before or during the fire.

Secures the fire scene and restricts access to prevent removal, damage, or contamination of evidence. Completes a fire investigation report, including photographs, sketches, diagrams, and all other information the department deems necessary to be used in evaluations to provide an accurate record of the extent of involvement of the fire and phase of the investigation. Searches for, identifies, collects evidence, and obtains information from departmental records or other business, courts, or agency records of possible arson in order to preserve evidence for analysis and to protect the chain of custody for later use in court. Prepares information and evidence and testifies in court when required. Acts as a liaison with law enforcement or other arson investigation agencies.

Assists with the preparation and submission of the division budget. Facilitates expenditure estimates for budget purposes by authorizing and purchasing equipment as the needs of the department require. Reviews and signs purchase requisitions and assures submission to the proper authority. Inspects and tests any department equipment particularly after repairs have been completed to make certain the equipment is in proper working order. Maintains inventory of supplies and equipment and distributes to department personnel as required.

Makes recommendations of management policies, goals, and objectives in relation to fire prevention for consideration. Evaluates new laws, regulations, and ordinances relating to fire prevention. Coordinates research and planning for programs and activities of the department. Assists with the recommendation of changes in the department operations that will help improve

ISO ratings.

Performs size-up and takes charge of all safety procedures at the scene of an emergency. Participates in conferences and other educational meetings, and studies current literature to keep informed on modern fire prevention practices. Assists with the release of information and aiding other agencies and news media outlets in response to questions from the public about the operations of the fire prevention division or any related areas.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least six (6) years of full-time fire service experience.

Must possess the following certifications:

- IFSAC or Pro Board Fire Officer I
- IFSAC or Pro Board Fire Service Instructor I
- IFSAC or Pro Board Fire Investigator
- IFSAC or Pro Board Fire Inspector I
- Current NREMT, Advanced EMT, or Paramedic

Fire Prevention Officer RU

Original Adoption: 04-14-23

Revision Dates:

CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a responsible supervisory and administrative position, the primary duty of which includes the organization and direction of the Fire Prevention Division of the fire department. The Chief of Fire Prevention supervises Fire Prevention Officers and is responsible for managing all operations of the Fire Prevention Division, including inspections, investigations and public fire education. The employee of this class oversees inspections and investigations conducted by division personnel and has immediate responsibility for the enforcement of all laws and ordinances as they pertain to fire safety and fire prevention. The Chief of Fire Prevention has the authority to work with a high level of independence, reporting to and having work reviewed by the Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operations of the Fire Prevention Division, including inspection, investigation and public fire education. Establishes and recommends management policies, goals, and objectives relating to fire prevention. Plans and organizes operations of the division, making decisions concerning use of equipment and deployment of personnel. Inspects various operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas. Conducts research and oversees the planning for programs and activities, including recommending changes in department operations that will help the jurisdiction improve ISO ratings. Monitors and evaluates local conditions which may become fire or safety hazards.

Supervises Fire Prevention Officer employees by reviewing work to be done, work pace, and delegating assignments for the effective operation of the division. Outlines responsibilities and duties, as well as sets priorities and long-term goals for subordinates. Sets work schedules and approves leave to meet department staffing requirements. Motivates employees by evaluating job needs and provides adequate tools, equipment, workspace, and supplies to complete tasks. Promotes employee growth and career development. Evaluates work performance, writes evaluation reports, and discusses work performance with the subordinate and superiors. Assists subordinates in technical areas of work. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline among department employees by conducting corrective interviews and recommending disciplinary action to the Assistant Fire Chief.

Prepares for an inspection by reviewing previous inspection reports, building plans and applicable codes. Contacts the owner or occupant upon arrival at inspection site, obtains permission for the inspection, and gives a briefing detailing the inspection process. Inspects interior and exterior of

buildings in order to collect information to be used in determining fire safety and compliance with applicable fire codes including taking photographs and making field sketches.

Supervises and conducts inspections of the functional aspects of fire detection and alarm systems. Assesses occupant load of a building and inspects to see if the means of egress are sufficient. Estimates the fire load of a building and assigns a fire load classification. Inspects fixed and portable fire extinguishing equipment, including standpipe systems, to ensure proper location and performance levels. Performs inspections of heating, ventilating, and air conditioning to ensure compliance with applicable codes and standards. Conducts inspections of storage sites for flammable and combustible liquids, hazardous materials, equipment and systems for handling, transferring, and transporting of hazardous materials. Inspects and oversees the inspection of structures to ensure that they contain no electrical hazards or unsafe uses of electricity and to determine proper fire resistance requirements. Evaluates buildings for structural abuse and reviews building plans to identify potential problems.

Completes a report on each fire inspection outlining conclusions reached. Reviews such reports written by subordinates. Enforces fire prevention codes and ordinances by re-inspecting premises in which violations were identified, and, if necessary, by issuing citations, fines, or court summonses or stop work orders. Discusses inspection findings with building owners or managers, and makes recommendations for corrective action.

Supervises the investigation of structural and vehicular fires, determining the origin and cause of such fires. Secures the fire scene and restricts access to prevent removal, damage, or contamination of evidence. Examines the interior, exterior and the surrounding area of the fire structure in order to identify the heat source and the combustible materials. Searches for, identifies, and collects evidence of possible arson in order to preserve evidence for analysis and to protect the chain of custody for later use in court. Interviews firefighters and witnesses to collect information about circumstances that may have been noted before or during the fire. Uses the evidence collected and determines whether the fire was the result of natural causes, carelessness, or arson. Collects information, makes extensive notes, takes photographs, and makes sketches and diagrams of the interior and exterior of the building to provide an accurate record and evaluation of the fire, including identification and determination of the heat source that caused the fire.

Develops and evaluates a fire prevention education curriculum by collecting and analyzing information to customize the needs of the program for certain target areas. Educates the public about fire hazards and the conditions which may increase the possibility of the occurrence of fire. Identifies the most important local fire problems, determines the content and format of fire safety messages, and produces instructional materials to be distributed and used in training programs for fire safety. Oversees fire drills for businesses, educational, assembly occupancies, health care, industrial, correctional facilities. Reviews evacuation plans and instructs personnel responsible for assisting with the drill. Draws up evacuation plans for schools, hotels, hospitals, or any other buildings required to have such plans. Oversees fire safety in public assembly occupancies at major public events. Selects program components and objectives to meet community needs, organizes and trains fire service personnel and volunteers, develops support for fire safety programs. Writes speeches, lectures, demonstrations, and talks to inform the

public in matters of fire prevention, dynamics, safety, protection, and injury. Schedules and oversees the coordination of field trips and tours of department facilities for schools or civic groups.

Develops pre-fire plans while collecting information by visiting businesses, schools, and other places of public assembly in order to record any area features which might become important in a fire or emergency situation. Facilitates fire prevention solutions for institutions or companies.

Makes decisions and establishes policy concerning what information should be included in all records and reports of the Fire Prevention Division. Supervises the preparation and maintenance of records or reports by reviewing records completed by subordinates and periodically inspects systems and facilities for keeping such information. Compiles, organizes, and analyzes data needed, and writes reports for the documentation of division activities. Completes fire investigation reports and any other forms and records assigned. Receives and determines if requests for the release of fire prevention records meets applicable laws and departmental policies. Receives and processes appeals from the public for exemptions from provisions of fire codes. Maintains a reference library on inspection, investigation, and public fire education topics. Writes newspaper articles or letters to handle problems that need to be addressed.

Manages the accounting for the Fire Prevention Division by preparing and submitting a divisional budget. Prepares expenditure estimates by authorizing funds and reviewing and signing purchase requisitions or other related financial records. Evaluates division needs and recommends the purchase of equipment for use within the division. Complies with the department's purchasing procedures by developing appropriate specifications for use in the bidding process and meets with sales representatives in order to make appropriate decisions. Maintains inventory by ordering supplies and equipment and distributes within the division. Conducts inspections and tests any newly purchased equipment or equipment after repairs. Writes requests for grants and administers grant-funded projects, managing funds and assuring that conditions specified in the grant are met.

Completes a report on each fire investigation outlining the conclusions reached by investigating personnel concerning the cause of the fire. Communicates with the public prosecutor's office and other law enforcement or arson investigation agencies to obtain records and exchange information about pending cases. Provides information to victims and witnesses about courtroom demeanor and procedures. Testifies in court when required. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case.

Provides on-the-job training for fire department members in the division, including explaining policies, procedures, and rules, and provides assistance in technical areas of work. Oversees and serves as a classroom instructor for training in fire prevention, investigation, and pre-fire plans.

Responds to questions or complaints from the public about the operation of the fire prevention division or any related areas of fire prevention services. Assists in the size-up of an emergency scene and takes charge of safety procedures. Serves as division representative to the news media and other related agencies, releasing information, answering questions concerning the work of the division. Participates in conferences and other educational meetings, and studies current

literature to keep informed on modern fire prevention practices. Researches and writes formal recommendations for changes in fire prevention codes by evaluating new laws, regulations, ordinances, and court rulings and reviewing existing or proposed legislation.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Fire Prevention Officer for at least one (1) year immediately preceding closing date for application to the board.

Must possess a valid Louisiana driver's license.

Must possess the following certifications:

- IFSAC or Pro Board Fire Officer I
- IFSAC or Pro Board Fire Service Instructor I
- IFSAC or Pro Board Fire Investigator
- IFSAC or Pro Board Fire Inspector I
- Current NREMT, Advanced EMT, or Paramedic

Chief of Fire Prevention RU

Original Adoption: 04-14-23

Revision Dates:

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is a routine general police work involving patrol, detective and traffic activities enforcing the state and municipal laws, regulations and ordinances and protecting life and property. Some employees of this class may be assigned to routine clerical work. Employees may work in company with and receive assistance from a more experienced officer. Work involves directing traffic, answering complaints, issuing tickets for movable and non-movable violations, making regular patrols, investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Independent judgment must be used when faced with emergency situations. All work is reviewed by superior officers through reports, inspection, observation and short conferences.

EXAMPLES OF WORK

(Note: Examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Assists on foot, automobile and motorcycle patrol work along or in company with another officer; makes reports to headquarters by radio and telephone; enforces motor vehicle laws, the State Criminal code and parking ordinances; renders informational aid and assistance to motorists and other citizens; checks model, make, and license numbers of passing vehicles to regain stolen cars and pick up wanted persons and violators; investigates vehicles parked illegally, under suspicious circumstances, or abandoned.

Directs traffic to reduce and eliminate congested traffic conditions; clocks moving vehicles; issues tickets for movable and non-movable traffic violations; makes arrests; appears in court as a witness.

Aids in investigating accidents; keeps bystanders out of danger; renders first aid; questions witnesses and drivers; investigates and prepares reports of conditions and causes of accidents; supervises the removal of injured persons to hospitals and the removal of debris to restore traffic.

Aids in maintaining order in crowds and in public gatherings.

Receives complaints, secures necessary information; dispatches men and equipment; reports difficult situations to superior; maintains simple records and makes reports.

Investigates, in company with a superior, suspicious or known criminal activity; interviews persons involved or suspected of being involved; verifies information; searches for, locates and preserves evidence; searches for and locates wanted persons and goods.

Attends classes of instruction, reads and studies assigned materials and prepares for standard performance of work and advancement.

Performs various related duties as assigned or required.

QUALIFICATION REQUIREMENTS

Must be not less than twenty-one (21) years of age.

Must have graduated from high school or possess a certificate equivalent to a high school diploma issued by the State Department of Education. Experience in an allied field may be substituted year for year if judged adequate by the Board.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Police Officer RU
Original Adoption: 06-08-61
Revision Dates: 09-19-69, 07-01-75, 08-06-93, 09-28-93, 11-11-94, 06-04-98

POLICE SERGEANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Supervise the activities of a group of police officers, or personally perform difficult and complex clerical and communication work, as assigned; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee of this class is responsible for the police work of subordinates, or for the specialized duties which he personally performs. Supervision is exercised over police officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Employees of this class are given specific work instructions by ranking officers on new assignments but work more or less independently in performing regular duties. Work is reviewed by oral and written reports to superiors, or their personal inspection. Employees of this class who are qualified, therefore, may be assigned to the performance of fingerprint and other identification work, as required. This class ranks immediately below that of Lieutenant.

EXAMPLES OF WORK

(Illustrative only)

Inspect police officers before they go on duty for compliance with departmental regulations;

Transmit orders to police officers;

Check police officers in the performance of their duties and offer assistance, make suggestions, or give instructions, for better execution of work;

Report any breach of duty or inefficiency to the captain in charge;

Act as Traffic Sergeant when assigned;

Conduct primary investigation of major traffic accidents and violations;

Act as Traffic Record Clerk when assigned;

Make daily reports, as required;

Act in the capacity of Keeper of the Jail or Assistance Jailer when assigned;

Operate communications system, handle office details of arrests, booking and caring for prisoners' bonds and fines, the keeping of important records and valuables, the preparation of important and complex reports, and other police clerical work, when and as assigned;

Do other related work as instructed by Superior Officer.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Must be a regular and permanent employee in good standing in the Class of Police Officer;

Must have served not less than twelve months as a Police Officer;

Must possess F.C.C. Permit required for operation of police radio;

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Police Sergeant RU
Original Adoption: 06-08-61
Revision Dates: 09-19-69, 07-01-75, 04-09-92, 08-06-93, 09-28-93, 11-11-94

POLICE LIEUTENANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

In charge of law enforcement activities of uniform division of the police department and employees of an assigned shift, and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

This is an important law enforcement position involving responsibility for directing and supervising the activities of the uniform division according to established police procedures and policies outlined by the chief. Responsibility is involved for assigning officers to their posts, evaluating their work performance, and instructing them in new and improved police methods. This class ranks immediately below the captain and is subject to the general supervision of the chief.

EXAMPLES OF WORK

(Illustrative only.)

Organize the uniform division into working units;

Be responsible for training activities of uniform personnel;

Instruct subordinates and review operations;

Supervise the procedures for the issuance of traffic and parking violations;

Direct activities of patrol forces and assigned staff;

Investigate complaints regarding activities of the department;

Direct raids with the cooperation of the investigative division and make arrests;

Direct uniform police activities at riots, serious crimes, fires, and unusual disorders;

Organize, supervise, and direct any auxiliary force that may exist;

Supervise the booking of prisoners and includes any duties relating to the supervising, maintenance, and care of prisoners being held in jail which may be assigned, while acting pro-tem as jailer, in coordination with the assistant to the chief.

Keep records and make reports;

Do other related work as instructed by superior officer.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Must be a regular and permanent employee in good standing in the class of Police Sergeant;

Must have served at least three (3) years as Sergeant;

Must possess F.C.C. permit required for operation of police radio;

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation;

Must appear before an oral review board as designated by the chief of police and adequately present himself/herself.

Police Lieutenant RU

Original Adoption: 06-24-80

Revision Dates: 04-09-92, 08-06-93, 11-11-94

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duty of which is supervising one or more police department services or divisions. The employees of this class evaluate and implement division procedures and services, as well as assignments performed by law enforcement officers. Police Captains assist and advise subordinates in complex phases of the law enforcement operations of the department. Police Captains oversee the completion and maintenance of records and reports, and the general care and disbursement of equipment and supplies for the division. Duties of this class are performed with little supervision, reporting to and having work reviewed by the Deputy Chief of Police. This class ranks directly below the Deputy Chief of Police.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises the operation of a specialized police department division and participates in developing procedures to accomplish the goals of the division. Assumes command of division operations in the absence of a superior officer. Oversees law enforcement activities of the department, including patrol, crowd and traffic control, accident investigation, special tactical operations, criminal investigation, and handling of juveniles. Participates or assists in the various respects of a personnel recruitment and selection program as directed. Sets tasks priorities and long-term goals for subordinates to best accomplish the goals of the dept. Outlines responsibilities and duties for division personnel, explaining departmental policies, procedures and expectations.

Determines how to organize operations of the division, including how to deploy department personnel and to provide services while minimizing expense. Evaluates the effectiveness of such services and discusses evaluations with employees in charge of areas inspected to correct or improve problem areas. Recommends changes in operational procedures and policies based on evaluations to the appropriate persons.

Supervises police department employees by reviewing work as needed, assigning work schedules and areas, and delegating assignments. Supervises over or holds meetings with subordinates to review, receive or disseminate information, and to discuss work related problems. Counsels employees experiencing work problems. Monitors work pace and progress to evaluate overall work performance of subordinates. Writes employee evaluation reports. Resolves employee complaints and grievances. Maintains discipline by conducting corrective interviews, and by recommending disciplinary action to the appointing authority.

Evaluates training needs and provides for employee training at all levels within the department by scheduling department training or outside training to meet the needs. Provides on-the-job training.

Provides all necessities and assistance in technical areas to ensure subordinate performance meets department standards.

Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents. Assists in the participation of an internal affairs review process to investigate any violations of the code of conduct for department members.

Supervises and participates in the preparation and maintenance of departmental records and reports. Reviews records completed by subordinates and periodically inspects systems and facilities for maintaining such. Completes records and writes reports required to document the activity of the department, including incident reports. Gathers, compiles and analyzes data needed for reports by utilizing computer information systems.

Oversees the general care, maintenance, and use of departmental property. Supervises the inspections and routine maintenance of equipment. Assigns repair and maintenance tasks to qualified department personnel and ensures completion and correctness. Participates in inventory control by directing the disbursement of supplies and equipment as required.

Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Prepares news releases or any other type of official department position paper for publication. Prepares for court testimony by reviewing the laws of evidence and all information relevant to the case and testifies in court as required.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with community members. Assists with the development of a community relations program; writing and delivering speeches and giving demonstrations on all related law enforcement topics to meet the identified community needs. Serves as an official department representative and participates in all meetings, conferences or conventions as assigned.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing

Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant for at least one (1) year immediately preceding closing date for application to the board.

Police Captain RU

Original Adoption: 06-08-61

Revision Dates: 09-19-69, 06-15-76, 10-07-80, 04-09-92, 08-06-93, 11-11-94, 02-17-11

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The primary duty and responsibility of the Deputy Chief of Police is assisting the Police Chief in managing the operations of the police department. Duties and responsibilities include the planning and direction of departmental operations, including supervision and management of police personnel below the rank of Police Chief; the development and implementation of a training program, the maintenance of department equipment, property, and supplies; the maintenance of departmental record and filing system; the performance of public relations duties; and the direction of law enforcement assignments and services. The Deputy Chief of Police may be required to perform the duties of the Police Chief in the chief's absence. The Deputy Chief of Police works with a high degree of independence, reporting to and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in the management of all operations and services of the police department by assuming command in the absence of the Police Chief as required. Researches and plans programs and activities of the department. Recommends management policies, goals, and objectives for the department. Studies new laws or court rulings and keeps informed on modern methods of police work and administrative practices to incorporate changes as needed. Assists the Police Chief in insuring that all department personnel policies conform to federal EEOC standards. Improves problem areas by inspecting, observing and evaluating various services and department operations. Maintains contact with boards, agencies, labor unions and related organizations whose operations affects the careers of police department employees and the work of the department.

Manages the law enforcement functions of the department by supervising subordinate officers who have responsibility for these functions. Directs various aspects of law enforcement activities and assignments, including patrol, crowd and traffic control, accident investigation, special tactical operations, criminal investigation, and handling of juveniles. Manages the organization of police services and officer deployment, optimizing cost effectiveness.

Manages police department employees by assigning work schedules, work or duty areas and approving leave. Holds meetings with subordinates to receive and review reports and disseminate information. Manages the inspection of the appearance of all assigned personnel and equipment. Evaluates the work performance of subordinates and discusses work performance with subordinates and Police Chief. Maintains discipline as needed. Resolves employee complaints and grievances, and counsels employees who are experiencing work

problems. Delegates authority to subordinates for the more effective operation of the department.

Assists in the development and maintenance of a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for outside instruction to meet any training needs not available in the departmental training program.

Manages the preparation and maintenance of departmental records and reports by determining what information should be included in department records and in what form this information should be kept. Insures accurate maintenance of all records and develops new forms or revises existing ones to improve accuracy. Compiles and analyzes data needed for reports. Reviews incoming communications, delegating assignments to staff and writing comments and notes as necessary to route work to the appropriate person or location. Writes letters in response to requests to the department or to communicate information as needed to handle problems or needs of the police service. Writes newspaper articles or any other type of official department position paper for publication.

Assists the Police Chief in the preparation of the total operating budget by gathering financial information and reviewing divisional budgets. Authorizes expenditures of funds allocated for police department operation and purchases equipment and supplies, keeping such purchases within the established budget. Prepares expenditure estimates. Prepares payroll records and sees that they are paid in accordance with department policy.

Meets with sales representatives to review products and make decisions on purchasing. Prepares specifications on new police department equipment for public bids. Reviews and approves purchase requisitions, vouchers for payment, or related financial records. Oversees the inventory of supplies and equipment, and orders such supplies as needed by the department. Monitors the disbursement of supplies and equipment to police personnel as required.

Manages the general care, maintenance, and use of departmental equipment, vehicles, and all other related departmental property and facilities. Acquires repair estimates and arranges for repairs and maintenance of all department buildings, property, or equipment. Inspects equipment or property to verify completion and working order.

Promotes a positive public image of the work of the department in the daily performance of duties. Answers questions from the public releasing information and informing the public about law enforcement operations or any related work of the department. Arranges for special public service projects to include the involvement of the community and public service agencies with mutual concerns. Serves as official department representative at meetings of governmental or civic committees and groups. Acts as a consultant for law enforcement agencies in surrounding areas, providing them with technical expertise, assistance and cooperation in law enforcement efforts when required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must not have less than eight (8) years of full-time law enforcement experience and must be a regular and permanent employee in the class of Police Sergeant, or higher, in the City of Ruston Police Department.

Deputy Chief of Police RU Original Adoption: 02-17-11 Revision Dates:

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highest-ranking position in the police department, the primary duty of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of department operations, for management of personnel, and for management of all department assets. The employee of this class plans and directs operations to provide law enforcement services for the community, and provides for all support functions for these operations, including production and maintenance of records, development of a crime prevention program, and public relations. The Police Chief works with a high degree of independence in the performance of duties, reporting to the Mayor and City Council who review and oversee the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies and determines goals and objectives for the department. Organizes the department by creating a structure that will best utilize available resources in providing law enforcement services for the community. Organizes the personnel management functions of the department to efficiently provide required services while minimizing expense. Locates grants available for law enforcement projects and administers grant-funded projects.

Collects data to be used in making management and planning decisions; reviews department operations based on this data and decides if changes are needed. Reviews existing or proposed legislation, regulations, or court rulings to determine if department operations are affected. Monitors any local conditions which may create situations the department may be called upon to handle. Develops methods to evaluate productivity and identifies target areas for productivity improvement.

Develops a personnel recruitment and selection program, and interviews prospective employees to make hiring decisions. Maintains promotional eligibility lists and recommends promotions. Establishes a system of performance evaluations and uses information from evaluations to make personnel decisions. Provides for employee growth and career development. Maintains discipline among employees by conducting corrective interviews and making decisions concerning disciplinary action. Assists in the development of and administers a comprehensive personnel plan. Develops and administers a grievance resolution procedure.

Collects and analyzes data on extent and causes of risk and devises a risk management program; monitors the results of the risk management program. Develops and implements a safety program for the department. Establishes and maintains a system of line and staff inspections to exercise control through observation and review. Develops a report review system to be used as an inspection process for analyzing the quality of police service. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members.

Records expenses, disbursements, and related financial transactions of department accounts to maintain accurate fiscal records. Authorizes the expenditure of funds allocated for police department operation. Prepares a departmental operating budget, including procedures such as collecting and analyzing all necessary fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates.

Oversees and utilizes a system of information management. Establishes policy and supervises the production of records and reports. Compiles, analyzes, and organizes data and writes reports needed to document the operation of the department. Writes letters in answer to requests or as required to address needs of the department. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Writes requests for grants or other special funds to aid in the operation of the police department.

Promotes a positive public image of the department. Coordinates the work of the department with related federal, state, and local agencies. Serves as department representative at any required meetings and works with boards and agencies whose operations affect the police department. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Determines target areas for crime prevention and writes and structures demonstrations on crime prevention or related law enforcement topics. Delivers talks, lectures, or demonstrations to schools, clubs, or civic groups.

Supervises department employees, making and monitoring work assignments, providing tools and equipment, and insuring that employees meet departmental standards for safety and propriety. Provides for on-the-job training for subordinates. Holds meetings to receive reports, disseminate information, or discuss work problems. Sets work schedules and approves leave. Reviews reports written by subordinates and evaluates their work performance. Counsels employees who are experiencing work problems.

Evaluates training needs, establishes a training program, and maintains the program, providing for outside training when needed. Serves as a consultant for smaller law enforcement agencies in surrounding areas.

Reviews products and purchases equipment and supplies, keeping such purchases within the established budget. Oversees the general care, maintenance and use of departmental equipment, vehicles, and property.

Plans, organizes, and directs all law enforcement functions for the department, including patrol operations, traffic control and traffic accident investigation, criminal investigation, special operations, and handling of juveniles.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in law enforcement positions, at least four (4) years of which must have been in positions which include

administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

Police Chief RU

Original Adoption: 06-08-61

Revision Dates: 06-24-80, 10-31-91, 11-11-94

POLICE INSPECTOR

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is a specialized law enforcement position concerned with the gathering of criminal intelligence, investigation of crimes against persons and property, crime prevention, and other duties as assigned by the Chief of Police.

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in the police service, the primary duty includes the initial on follow-up investigation of crimes committed in the jurisdiction. The Police Inspector interviews victims and witnesses, protects and processes evidence, attempts to find and apprehend persons suspected of committing crimes, and assist prosecutors in building cases for the court. The Police Inspector is also responsible for keeping records and compiling reports related to investigations. An employee of this class works independently in most areas with general instructions for non-routine assignments. This position will perform all functions assigned by the Chief of Police.

EXAMPLES OF WORK

(including but not limited to)

Makes initial or follow-up investigations of complaints received, taking statements or receiving information from complainants, victims, or witnesses.

Ensures that crime scenes are protected and searched for all possible evidence related to the crime. Collects and labels evidence in a manner so as to protect the chain of possession and allow for the admission of the items in court.

Conducts investigations of crimes against persons and property.

Interviews persons who may have evidence or knowledge which might assist in the conducting of a criminal investigation.

Interrogates suspects of crimes under investigation following laws and established procedures.

Arrests suspects in accordance with the law.

Confers with court officers to clarify information regarding cases or to assist in formulating appropriate charges.

Testifies in court when required.

Investigates or assist in investigation of complaints of suspected illegal activity where juveniles are involved or suspected of being involved as suspects or victims.
Writes reports after obtaining the needed information and putting it into a clear and concise form.

Makes speeches or conducts demonstrations at schools or meetings of citizen's groups.

Conducts or manages departmental internal investigations.

Performs various duties as assigned, required or as indicated by the Chief of Police.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have not less than four (4) years of experience in law enforcement work immediately preceding the closing date for application to the board.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Police Inspector RU
Original Adoption: 04-04-74
Revision Dates: 08-06-93, 08-16-94

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the police department. They answer police telephones, dispatch police units, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications officers report to and have work reviewed by the captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers telephone and secures the most accurate information possible for any incident from the caller; takes complaints from other sources such as police units or citizens coming into the station; determines the correct unit(s) to be dispatched and any other pertinent information by following departmental procedure; dispatches unit(s).

Keeps track of location and condition of each unit at all times; stays in touch with units; takes requests for assistance and complies with such; relays instructions from supervisors, messages, emergency information, etc.

Calls state police or other law enforcement agencies by phone or radio to send or receive messages concerning auto licenses, driver's licenses, runaways, criminal records, etc.

Answers all police department telephones and transfers callers to the correct office or department; takes telephone messages for police department personnel and delivers them.

Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and up-dating information.

Files report forms, cards, logs, tapes, or other items for future reference; fills out forms, reports, or official documents required by the department;

Notifies repair crew or supervisor of any malfunctioning equipment.

Trains new communications officers by giving demonstrations, assisting with work performance, or supervising work performed during training period.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and passing a civil service examination for the position.

Must be not less than eighteen (18) years of age.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Police Communications Officer RU
Original Adoption: 10-12-76
Revision Dates: 11-03-81, 11-11-94, 06-04-98

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a technical, highly responsible clerical and stenographic classification involving the taking of dictation, accurate typing of correspondence, reports, and records, and all other duties of a secretary including receptionist responsibilities. Incumbent acts as clerical and appointment administrative assistant to the police chief and for other ranking police officers.

EXAMPLES OF WORK

(Note: The examples below indicate only the general type of work performed in this class and are **NOT** intended to restrict duties to those listed.)

Takes and transcribes dictation and types from rough draft and other sources, letters, memoranda, forms, and other material;

Acts as clerical assistant to the chief of police, composes important correspondence, relieves the chief of minor clerical and administrative details, and relays orders and instructions to other clerical personnel at the chief's direction;

Answers telephone in chief's office, dispenses information to callers in accordance with policy, and appropriately refers callers on to the chief or to other officers of divisions;

Acts as office receptionist for chief and other ranking officers, routing visitors to the proper officer as indicated;

Prepares chief's reports to the administrative authority concerning department activity and conditions in the city of interest to the department;

Prepares any correspondence, report, record, purchase order, or any routine detail of office operations as required;

Takes statements from witnesses and confessions from prisoners;

Performs various related duties as assigned, required, or indicated.

QUALIFICATION REQUIREMENTS

Must be not less than eighteen (18) years of age.

Must be a high school graduate or possess an equivalent certificate as certified by an accredited state institution of education and must have sufficient training to indicate the ability to satisfactorily perform the required work.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must successfully pass a civil service examination testing aptitude for beginning work in this class.

Secretary to the Police Chief RU
Original Adoption: 10-12-76
Revision Dates: 05-05-81, 08-06-93, 11-11-94, 06-04-98